

**VACANCY NOTICE**  
FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376  
REV(11/01)

<b>Description of Position</b>	TITLE OF POSITION: <u>Confidential Secretary/ Assistant</u> SALARY RANGE: <u>817A 39,137-43,472</u> Department or Agency Name <u>Other Comm &amp; Agencies</u> <u>Division/Section/Unit</u> <u>Board of Elections</u> Assignment(s) / Comments _____ Shift and Days: <u>Monday-Friday Non-standard</u> Restrictions/Limitations: <u>None</u> Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> _____ Name of Bargaining Unit Union: <u>Non-union</u> There is _____ is not <u>X</u> a Civil Service List for this position	CLASSIFICATION CODE: <u>00448000</u> REFERENCE POSITION NO.: <u>327</u> APPLICATION PERIOD: <u>04/09/15-04/23/15</u> GRACE PERIOD: _____ Job Location: <u>50 Branch Avenue Providence 02904</u> <b>See A/B or Both for Specific Instructions</b>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Title of your present position and date you entered it</li> <li>• Date you entered State service</li> </ul> </div> <div> <ul style="list-style-type: none"> <li>• Name of department where you are currently employed</li> <li>• Your business telephone number</li> <li>• Present Union Affiliations</li> </ul> </div> </div> <p>*** <i>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</i></p> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</li> <li>• <b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b> See attached	
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> Education: Such as may have been gained through graduation from a college of recognized standing and or supplemental courses in Business Administration. And/or Experience: Such as may have been gained through employment in a highly responsible administrative position, Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: Must be able to type 45 net wpm.	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div>                     Steve Taylor                      Board of Elections                      50 Branch Avenue                      Providence RI 02904                 </div> <div> <b>Telephone #:</b> <u>(401) 222-2345</u>  <b>Fax #:</b> <u>(401) 222-3135</u>  <b>TTY/TDD #:</b> <u>711</u>                      (Telecommunication Device for the Deaf)                 </div> <div style="text-align: right;">  </div> </div>	

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

## **Title of Position:** Confidential Secretary/Assistant

**Salary Range:** 817A / 39,137-43,472

**Employee Status:** Unclassified

**Agency Name:**

Board of Elections

**Job Location:**

Providence

### **GENERAL STATEMENT OF DUTIES/RESPONSIBILITIES:**

The Confidential Secretary/Assistant will work chiefly with the Executive Director and Special Projects Coordinator in all aspects of the management of the day-to day administration of the Board of Elections. The Confidential Secretary/Assistant will manage the personnel and payroll records of the agency and assist in the preparation, processing and maintenance of the clerical and financial records of the agency.

Further, the Confidential Secretary/Assistant will provide discreet, direct support and assistance to the Executive Director. These intimate matters may specifically include, but not necessarily be limited to: private internal personnel and labor relations issues; delicate intergovernmental relations; and unclassified personnel policy development and implementation.

The duties and responsibilities of the Confidential Secretary/Assistant shall include, but are not limited to, the following activities. Certain functions may become the exclusive responsibility of the Confidential Secretary/Assistant.

- Maintain and process all personnel and payroll records, including hiring and termination documents;
- Develop and prepare annual reports (e.g. Affirmative Action, EEO, etc.);
- Assist in the development and implementation of personnel policies and practices;
- Research and assist with labor relations issues including, but not limited to: grievances, arbitration, negotiation strategies, etc.;
- Assist in the preparation of the Agency Budget and prepare quarterly Budget reports
- Attend and take minutes of meetings;
- Receive and process invoices/statements/vouchers;
- Coordinate and process bid requisitions and purchases;
- Liaise with state personnel administration, labor relations administration, workers' compensation, accounts & control, vendors, etc.
- Liaise with various boards and commissions as well as federal, state and local government officials and agencies on issues related to elections and the agency's daily operations;
- Collect and process mileage reimbursement expense vouchers;
- Conduct research, compile data and prepare reports, as may be required;
- Assist the Board & Executive Director in researching various issues and preparing assorted reports, including those of a confidential nature;
- Assist at reception station and/or serve as receptionist, as necessary;
- Assist with election, voter registration or campaign finance activities, as necessary;
- Assist with various office or administrative tasks, as may be required.

The aforementioned activities outline many of the duties/responsibilities of the referenced position. It is not a comprehensive list of the duties/responsibilities associated with the position but, rather, a general guide for the position. In addition, the Confidential Secretary/Assistant shall at any time and from time to time perform such other duties as may be assigned to him/her by the Board of Elections in addition to, or in lieu of, his/her regular duties.